



Department of Energy

Germantown, MD 20874-1290

JUNE 14, 2006

MEMORANDUM FOR PROGRAM RECORDS OFFICIALS

FROM: SHARON EVELIN *S. Evelin*
DEPARTMENTAL RECORDS OFFICER

SUBJECT: NUMBERED MEMORANDUM RM 06-29
PROGRAM ASSESSMENTS DUE

As outlined to you in previous memos (RM 05-08 and RM 06-19), a Program Assessment for Records Management is to be conducted by Program Records Officials in FY 2006. A plan summarizing findings and detailing steps for improvement shall be provided to this office by September 30, 2006. Assessments should identify records management efficiencies and cost savings across Program sites. The objective of the program assessment is to ensure that records requirements are implemented effectively and efficiently at all levels within the Department.

Findings in the 2005 Inspector General (IG) Audit Report on Records Management include the need to identify and consolidate duplicate electronic records management systems. While it may be premature to select one electronic records management system for the Department or across a Program Office, each site should outline plans for consolidating and eliminating duplicate and legacy records management systems. A listing of existing records management systems managed by both Federal and contractor sites and consolidation/elimination plans shall be provided to this office as part of the assessment. Before records systems can be eliminated, all records must be transferred to another system or dispositioned in accordance with regulatory requirements.

Results from the records management self-assessments that were completed in FY 2005 may assist you in developing a baseline for each site. Criteria to assist you with the assessment can be found on the Records Management website under Policies; IM Procedural Instructions.

Questions regarding the assessment requirements may be referred to me at 301-903-3455 or by e-mail at sharon.evelin@hq.doe.gov.

cc: Records Management Field Officers
DOE IT Council (For Information)

